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ABSTRACT

The report of the administrative procedures for the special education programs in Colorado contains definitions of the handicapping conditions, the organization of programs evolving from the handicap categories, standards of student eligibility, and broad standards of program approval criteria. Specific programs are described including the hospital or home instruction, the multiply handicapped program, work study programs in senior high schools, foster home maintenance and responsibilities, and programs of specialty areas such as arts and crafts. Concerns of administration and supervision, evaluation techniques, special transportation, program reimbursement, cooperative services, and the District Plan are presented. Appendixes provide the Handicapped Children Education Act of Colorado, numerous special education forms, and a sample program approval form. (RD)

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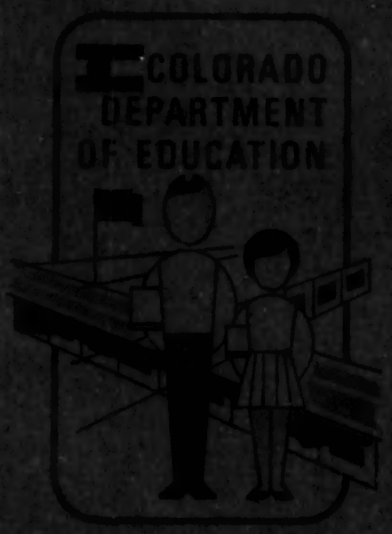
Administrative Procedures

for the

Special Education Program



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Byron W. Hansford, Commissioner of Education

Denver — 1970

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ADMINISTRATIVE PROCEDURES

for the

SPECIAL EDUCATION PROGRAM

Prepared by the Division of Special Education Services

John A. Ogden, Director

COLORADO DEPARTMENT OF EDUCATION

Office of Instructional Services

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January – 1970

Denver, Colorado

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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FOREWORD

The law pertaining to education of the handicapped, CRS 123-22, was first passed by the Colorado General Assembly in 1953, and was amended in 1965 and 1969. The manual, Administrative Procedures for the Special Education Program, 1965, incorporated the changes indicated by the new legislation which provided for an expanded program for handicapped children and a simplification of many of the formal procedures of compliance by the local district. This current revision of the manual includes procedures for the home-to-school equipment for children who are home or hospital bound, it indicates some minor changes in administration of the program and it attempts to clarify and modify portions of the regulations for which experience and time have indicated are in need of such.

The primary purpose of this manual is to assist the school administrator in the State of Colorado who wishes to initiate, implement, or expand special education programs for handicapped children in his district. It sets forth the legal provisions as provided in the Handicapped Children's Educational Act and those rules and regulations governing procedures that have proven to be effective in the administration of programs for the handicapped. It is not the intent of the Colorado Department of Education to stifle or discourage flexibility, research and experimentation. We encourage the development of new ideas and new methods. Any district wishing to have a program approved which does not meet the standards stated in this manual should contact the Division of Special Education Services in advance so that special agreements may be reached. In general the Division will approve those programs which:

1. Show evidence of sound planning.
2. Indicate the involvement of affected parties in the planning.
3. Have a formal and continuing evaluation component in the plan.

Many factors which are related to the establishment, maintenance and improvement of special education programs are not included in this manual. School personnel are encouraged to seek consultation from staff members of the Division of Special Education Services for special assistance.

Byron W. Hansford
Commissioner of Education

CHAPTER I

INTRODUCTION

A. Program for Handicapped Children

Local school districts may establish and be reimbursed for salaries of teachers of State approved programs for handicapped children under the following categories:

Aurally Handicapped
Educable Mentally Handicapped
Educationally Handicapped
Physically Handicapped
Speech Handicapped
Visually Handicapped

B. Administrator and Supervisor

To insure proper leadership and quality in programming the district may employ and be reimbursed for a director of special education, assistant director of special education, and supervisors of the various categories of handicapping conditions.

C. Specialty Teachers

So that handicapped children may profit from a well-rounded curriculum that extends beyond the basic tool areas, districts may also employ and be reimbursed for the salaries of the following specialty teachers who work only with handicapped children, except that in districts or cooperative programs with a total enrollment of less than 3000 students, the specialty teacher may work one-half time or full time:

Arts and Crafts
Home Economics
Industrial Arts
Instructional Material Specialists
Music
Physical Education
Vocational Education

D. Hospital and Homebound Instructor

The district may provide and be reimbursed for teachers who instruct children who, because of their handicap, are unable to attend school.

E. The district may provide and be reimbursed for electrical home-to-school equipment used to instruct children who, because of their handicap, are unable to attend school.

F. Evaluation and consultation by Psychiatrists, Psychologists and Social Workers.

In addition to providing and being reimbursed for instructional programs for handicapped children, districts may provide and be reimbursed for certain psychological, psychiatric, and social work services provided to handicapped children and their teachers.

G. Transportation

Districts frequently need to provide transportation other than that regularly provided for all children. Such transportation is reimbursable.

H. Foster Home Maintenance

Districts are not always able to provide, within the district, adequate instructional programs for children with certain kinds of handicaps, especially aural and physically handicapped. For these select children, the district may provide and be reimbursed for maintenance of that child in a foster home in another district.

In the following chapters the categories of handicaps are defined and the regulations and procedures the local district must follow are explained. In the event that further explanation or assistance is needed, the school administrator should request consultation from the staff of the Division of Special Education Services, Colorado Department of Education.

CHAPTER II

DEFINITIONS OF HANDICAPS

A. Aurally Handicapped

An aurally handicapped child is one who, because of a deficiency in the hearing threshold level, even with the help of special aids, is unable to participate in or benefit from the classroom program regularly provided. The child will usually have a hearing loss of thirty decibels or more in each ear.

B. Educable Mentally Handicapped

An educable mentally handicapped child is one who, because of retarded mental development, is unable to participate in or benefit from the classroom program regularly provided, but who nonetheless possesses the ability to learn and may be expected to become socially and economically independent and useful if properly instructed. He will usually have an intelligence quotient between 50 and 80.

C. Educationally Handicapped

An educationally handicapped child is one whose behavior manifests itself in such a manner that it is interfering or is likely to interfere with the child's own education process or the education process of others. Behavior should be thought of in the broad educational and psychological aspect of the term. In most instances there is an educationally significant discrepancy between his apparent capacity for language or communicative behavior and his actual level of performance.

D. Physically Handicapped

A physically handicapped child is one who because of an orthopedic, infectious, cardiopathic, cerebral palsy, or other condition, is unable to participate in, or benefit from, the classroom program regularly provided.

E. Speech Handicapped

A speech handicapped child is one whose speech deviates so far from the speech of other children that it calls attention to itself, interferes with communication, or causes its possessor to be maladjusted.

F. Visually Handicapped

A visually handicapped child is one who because of a vision deviation

from the normal is incapable of being educated profitable and effectively through ordinary class instruction. The vision problem may result from ocular difficulties, vision deficiencies, poor vision habits, or other difficulties. The child's vision will generally be no better that 20/70 in the better eye, with correction.

CHAPTER III

ORGANIZATION OF PROGRAMS FOR THE HANDICAPPED

A. Kinds of Programs

1. Self-contained classrooms

The child spends the major portion of his time in the special classroom receiving academic training and leaves the special classroom for non-academic subjects and individualized integration into regular classes.

2. Resource classroom

The child is registered in a regular classroom, does his regular work with the regular group and goes to the resource room and special education teacher for one or more periods a day for materials and special training as recommended by the special committee.

3. Itinerant teacher

A specially trained teacher travels to the school and gives periodic specialized training, help, and materials to the child who is registered in regular classrooms, does his regular work with the regular classroom teacher but has been recommended by the special committee for this special help.

4. Home instruction

When it is necessary that a child remain at home because of his handicap, the district may employ a teacher to go to the home of the child to instruct him. Such a program should be used very sparingly and only when the needs of the child cannot be met in any other way.

B. Each of the six categories of handicap may have the following organization. Where the possibilities are more than one it is recommended that the district, in order to provide comprehensive services, provide each of the possibilities:

1. Aurally Handicapped

a. Self-contained classroom.
b. Resource classroom.
c. Itinerant teacher.
d. Home instruction.

2. Educable Mentally Handicapped

   a. Self-contained classroom.

3. Educationally Handicapped

   a. Self-contained classroom.
   b. Resource classroom.
   c. Itinerant teacher.
   d. Home instruction.

4. Physically Handicapped

   a. Self-contained classroom.
   b. Resource classroom.
   c. Itinerant teacher.
   d. Home instruction.

5. Speech Handicapped

   a. Itinerant teacher.
   b. Home instruction.

6. Visually Handicapped

   a. Self-contained classroom.
   b. Resource classroom.
   c. Itinerant teacher.
   d. Home instruction.

CHAPTER IV

SPECIAL COMMITTEE FOR DETERMINATION OF A HANDICAP AND PLACEMENT IN A SPECIAL EDUCATION PROGRAM

The determination of a handicap, recommendation of placement in a special education program, and recommendation for programming shall be made by a special committee designated by the local board of education. Deviation from the basic personnel as prescribed may be made under special circumstances, but the final composition of the committee shall be approved by the Division of Special Education Services, Colorado Department of Education.

There shall be a special committee for each category of handicap, except speech. Some districts, particularly large districts, may wish to establish more than one committee for a given handicap. The special education director or other school administrator who is in charge of special education shall name the chairman of each committee, and shall coordinate the committees. It is not necessary that he be a member of the committee.

For all handicaps, except speech, the basic personnel shall be composed of the following:

1. A school administrator, who may be the principal or vice principal;

2. The regular teacher who has had the child in his classroom;

3. A supervisor or teacher of the handicap category for which the child is being considered;

4. A psychologist;

5. A social worker;

6. A physician. The physician should be a specialist in the area that applies to the kind of handicap under consideration:

   Psychiatrist for educable mentally handicapped and educationally handicapped.

   Otologist for aurally handicapped.

   Ophthalmologist for visually handicapped.

   Pediatrician for physically handicapped.

A school nurse may substitute for the physician under certain circumstances. She

shall have consulted with the physician before staffing.

It is recommended that others be a part of the committee as they are available or have application to the circumstances of the child being considered. Such personnel might be:

Audiologist
Nurse
Speech Correctionist
Optometrist
Secondary School Guidance Counselor

Before any child may be dismissed from a special program, he shall be considered and recommended for dismissal by the special committee.

Due to the unique aspects of itinerant speech correction programs, the special committee procedure is not required. It is suggested that the speech correctionist consult with the classroom teacher, school social worker, school psychologist, school nurse and principal as needed.

CHAPTER V

STANDARDS OF ELIGIBILITY FOR PLACEMENT OF CHILDREN

The special committee shall make the determination of eligibility of each child for a special program for handicapped children. The determination shall be based on pertinent information having to do with academic and other school performance, and on social and medical reports and histories. The law states that the final approval of the enrollment of any eligible handicapped child in a special education program shall be made by the board of education of the school district providing such program. In general, the following guidelines shall be adhered to:

A. Aurally Handicapped:

1. A physician shall indicate that the child is eligible for a program for aurally handicapped.

2. If the basic handicap of a child is other than aural, he may not be placed in the program for aurally handicapped. If the child has more than one handicap, the committee should consider placement in a program for the aurally handicapped only after it has considered all possible placements, including both in and out of the district. Such placement should be the best possible for the child and not merely an alternative since a more suitable program is not available within the district.

3. Pupils between the ages of three and twenty-one may be enrolled in the program.

B. Educable Mentally Handicapped:

1. A psychologist shall indicate, after administering individual psychological tests, that the child is eligible for a program for the mentally handicapped.

2. If the basic handicap of a child is other than mental, he may not be placed in the program for educable mentally handicapped. If the child has more than one handicap, the committee should consider placement in a program for the educable mentally handicapped only after it has considered all possible placements, including both in and out of the district. Such placement should be the best possible for the child and not merely an alternative since a more suitable program is not available within the district.

3. Pupils between the ages of five and twenty-one may be enrolled in the program.

4. The permission of the parent or guardian of the child must be obtained before individual study is made of the child. In the event that the parents or guardian of the child disagree with the determination of the psychologist or the placement of the child in a special program, they may refer the child to a psychologist of their own choice, and at their own expense, and submit such evaluation to the local board of education.

C. Educationally Handicapped:

1. A psychologist shall administer individual psychological tests to the child and make a recommendation to the special committee.

2. If the basic handicap of a child is other than educational, he may not be placed in the program for the educationally handicapped. If the child has more than one handicap, the committee should consider placement in a program for the educationally handicapped only after it has considered all possible placements, including both in and out of the district. Such placement should be the best possible for the child and not merely an alternative since a more suitable program is not available within the district.

3. The committee may determine that a slow learning child, that is, one whose mental ability falls between mental retardation and average ability, is educationally handicapped. However, before such a determination is made, the committee should satisfy itself that the child would not function well in a program designed for slow learning children.

4. In all instances, the committee must agree that the educational prognosis for the child is favorable.

5. The permission of the parent or guardian of the child must be obtained before either individual study is made of the child, or before the committee makes the determination of the existence of an educational handicap.

6. Pupils between the ages of five and twenty-one may be enrolled in the program.

D. Physically Handicapped:

1. A physician shall indicate that the child is eligible for a program for physically handicapped.

2. If the basic handicap of a child is other than physical, he may not be placed in the program for physically handicapped. If the child has more than one handicap, the committee should consider placement in a program for the physically handicapped only after it has considered all possible placements including both in and out of the district. Such placement should be the best possible for the child and not merely an alternative since a more suitable program is not available within the district.

3. Pupils between the ages of three and twenty-one may be enrolled in the program.

E. Speech Handicapped:

1. A speech correctionist shall examine and determine that a child is eligible to receive speech correction.

2. Pupils between the ages of three and twenty-one may be enrolled in the program.

F. Visually Handicapped:

1. An ophthalmologist or an optometrist shall indicate that the child is eligible for a program for visually handicapped. If it is made by the latter, a physician must also examine the child.

2. If the basic handicap of a child is other than visual, he may not be placed in the program for visually handicapped. If the child has more than one handicap, the committee should consider placement in a program for the visually handicapped only after it has considered all possible placements, including both in and out of the district. Such placement should be the best possible for the child and not merely an alternative since a more suitable program is not available within the district.

3. Pupils between the ages of three and twenty-one may be enrolled in the program.

CHAPTER VI

DISTRICT PLAN

When a district wishes to initiate an instructional program for the first time for any one of the six categories of handicap, it shall submit a plan, in writing, to the Division of Special Education Services. The Plan shall include:

A. Category of handicap.

B. Type of program:

Self-contained, resource, itinerant, or home instruction.

C. Level of program:

Pre-school, primary, elementary, intermediate, junior high or senior high.

D. Purpose and goals of the program.

E. Composition of the special committee.

F. Pupil evaluation:

How the children will be referred or selected from the regular classroom and how continuous evaluations will be accomplished after placement is made.

G. Teacher consultation:

This shall be on a regularly scheduled basis by a psychologist, psychiatrist or social worker. Child oriented consultation is required for all categories. Teacher oriented consultation is required for the educationally handicapped.

H. Program evaluation:

How the program will be evaluated.

I. Parent counseling:

How the parents will be involved in the program and the extent of parent counseling. Such counseling must be provided by a psychologist, psychiatrist or social worker.

J. Facilities available:

Indicate where the classes will be held and describe the room.

CHAPTER VII

STANDARDS FOR APPROVAL OF PROGRAMS

The following criteria shall be met to gain state approval of special education programs for the handicapped.

A. The Children Enrolled.

The children enrolled shall be handicapped as defined in Chapter II.

B. Organization of the Program.

The organization of the program shall be as stated in Chapter III.

C. Special Committee.

Special committees shall be established and shall operate as explained in Chapter IV.

D. Standards of Eligibility.

Children enrolled, in addition to meeting the definition of a handicapped child, shall meet the standards of eligibility as set forth in Chapter V.

E. Individual Children's Reports.

Districts shall maintain records on each child enrolled in any special education program for handicapped children. The reports will contain pertinent information as it applies to each child, including reports from physicians, psychologists, audiologists, optometrists, speech correctionists and others.

F. Qualifications of Personnel.

Teachers, speech correctionists, psychologists, psychiatrists and social workers that are involved in the programs for handicapped children shall be qualified as follows. Personnel that are not so qualified shall not be involved.

1. Teacher

The teacher shall hold an endorsement, issued by the Colorado Department of Education, as a teacher of whichever category of handicap he is teaching. If he does not hold such an endorsement, he must hold an otherwise valid certificate issued by the

Colorado Department of Education and a Letter of Approval issued by the Division of Special Education Services.

2. Speech Correctionist

The speech correctionist shall hold an endorsement, issued by the Colorado Department of Education, as a speech correctionist. If he does not hold such an endorsement, he must hold an otherwise valid certificate issued by the Colorado Department of Education and a Letter of Approval issued by the Division of Special Education Services.

3. Psychiatrist

A psychiatrist is a physician who has taken training in and specializes in care and treatment of mental illness.

4. Psychologist

A psychologist is any person who meets any one of the following requirements:

a. Properly certificated as a school psychologist by the State Board of Education.

b. Properly certified as a psychologist by the Colorado Board of Psychologist Examiners.

c. Has a minimum of two years of graduate training in psychology, is supervised by a psychologist as defined in paragraphs a and b above, and is employed as a psychologist by an institution of higher education, hospital, or mental health clinic or agency that is supported at least in part by government funds. If there is no psychologist as defined in a or b above on the staff, a psychologist that otherwise meets the requirements set forth in c above, may, through his own efforts, seek a psychologist as defined in b above, to supervise his work. In such instances, letters so stating this agreement must be submitted to the Division of Special Education Services.

5. Social Worker

A social worker is any person who meets any one of the following requirements:

a. Properly certificated as a school social worker.

b. Holds a Master of Social Work (MSW) degree, or a Master of Arts in Social Work degree and is employed by a public agency such as a hospital, county welfare department, or mental health clinic or agency.

G. Facilities

The special room, whether self-contained, resource, or itinerant, shall be in a regular school building. If it is to be otherwise, permission must be obtained from the Division of Special Education Services. It should be adequate in size, should have adequate lighting, and ventilation, and generally be conducive to an effective teacher-pupil relationship and to the learning process.

H. Equipment and Materials

Each teacher or speech correctionist shall have at his disposal adequate equipment and materials for the instruction of pupils in his charge.

I. Membership

Membership in a program for any category of handicap shall be determined by the age range of the children enrolled, by the severity of the handicap, by behavior of the children, and by the needs of the children. The maximum enrollments are as follows:

1. Aurally Handicapped

   a. Elementary programs shall have no more than eight pupils.

   b. Secondary programs shall have no more than ten pupils.

2. Educable Mentally Handicapped

   a. Elementary programs with an age range not exceeding four years shall have no more than fifteen pupils.

   b. Elementary programs with an age range exceeding four years shall have no more than twelve pupils.

   c. Junior and senior high school programs with an age range not exceeding four years shall have no more than eighteen pupils.

   d. Junior and senior high school programs with an age range exceeding four years shall have no more than fifteen pupils.

3. Educationally Handicapped

   a. Self-contained classroom shall have no more than ten pupils.

   b. A resource room shall have no more than fifteen pupils.

   c. An itinerant-teacher program shall have no more than fifteen pupils.

4. Physically Handicapped

   a. Elementary classrooms and resource rooms shall have no more than fifteen pupils.

   b. Elementary itinerant-teacher programs shall have no more than twenty pupils.

   c. Secondary programs shall have no more than twenty pupils.

5. Speech Handicapped

   An individual speech correctionist's schedule shall have no more than 90 pupils. However, this figure should not be considered as having general application; lower case loads are recommended where travel requirements are heavy or the number of schools to be covered is extensive. In general, the caseload should be dictated by children's needs as determined by the correctionist and should, therefore, be flexible and based on need rather than an arbitrary number.

6. Visually Handicapped

   a. Elementary self-contained classrooms and resource rooms shall have no more than ten pupils.

   b. Elementary itinerant-teacher programs shall have no more than twenty pupils.

   c. Secondary programs shall have no more than twenty pupils.

J. District Plan

   The plan for newly established programs must be submitted as described in Chapter VI.

K. Consultation

   It is recommended that when a district initiates a program for a specific category of handicap for the first time the staff of the Division of Special Education Services be consulted.

CHAPTER VIII

HOSPITAL OR HOME-INSTRUCTION PROGRAMS

Home instruction may be provided for children who are unable to attend school because of an educational handicap or a physical handicap that renders him incapable of participating, at least full time, in the regular or special education programs. The procedures for providing such a program are described in the following paragraphs.

A. Teacher Instruction

1. Educationally Handicapped

a. Definition

A homebound or hospitalized child is a child who is at home or in the hospital because of his educational handicap and for whom the special committee for educationally handicapped has recommended such placement and instruction. The child may be in attendance at the school building for part of the day.

b. Standards of eligibility

(1.) Home teaching can be provided for pupils between the ages of five and twenty-one.

(2.) Such instruction must be recommended by the special committee described in Chapter IV.

c. Qualifications of the teacher

The teacher of homebound students shall hold a teaching certificate or letter of authorization issued by the Colorado Department of Education. It is recommended that considerable thought be given to the personal characteristics of a teacher so assigned.

d. Responsibility of the parent or guardian

(1.) Sign CDE Form 24, HI-EH, which the local district shall submit to the Division of Special Education Services.

(2.) Provide a quiet room in which the teacher and child

may work.

(3.) Notify the teacher when a lesson is to be canceled in time to prevent him from making an unnecessary trip.

(4.) Assist the child with work assignments between the teacher's visits.

e. Responsibility of the local administrator

(1.) Submit CDE Form 4, Pages 16 and 21, to the Division of Special Education Services. CDE Form 4 may be submitted, and home instruction indicated, on or before September 15, when application for other programs is made, or it may be submitted whenever the district desires to initiate a home instruction program for educationally handicapped children.

(2.) Submit CDE Form 24, HI-EH, to the Division of Special Education Services within ten days of the initiation of the teaching. CDE Form 24 shall be submitted each time that such services are furnished the child. If the application is approved, it will be from the date of initiation of service to the child.

(3.) Arrange for one of the teachers in the employ of the district or another properly certificated teacher in the community to provide teaching services in the home or hospital.

(4.) Notify the Division of Special Education Services of the names of teachers who have been authorized to do special teaching. Notification shall be made on Page 21 of CDE Form 4. Assuming that each teacher is properly certificated, there will be no formal notice of approval of teachers from the Division of Special Education Services.

(5.) Submit to the Division of Special Education Services CDE Form 2 03-69, Pages 26 and 36, "Application for Reimbursement for Special Education Services," on or before July 15 of the completed school year. Indicate the exact amount paid each teacher in the fiscal period beginning July 1 and ending June 30.

(6.) Assist the teacher in coordinating the program of

the home-bound child with that of the regular class.

f. Responsibility of the teacher

After the school board has authorized his teaching, it is the responsibility of the teacher to do the following:

(1.) Cooperate with the parents in arranging for a schedule for the best convenience of the child, teacher, and parent.

(2.) Try in every way possible to coordinate activities of the homebound child with those of the school.

(3.) Provide the local administrator with a monthly attendance record of the child. The date of enrollment in the home teaching program and the hours of instruction per day and per week should be indicated. The teacher should report immediately withdrawal of the child from the program or transfer to the regular classroom.

(4.) Keep a current record of the pupil's progress and pertinent information should be made available to the special placement committee.

g. Pupil Accounting

Pupils receiving home instruction should not be dropped from the school rolls. The continued attendance of a pupil under the home instruction program, even though on a part-time basis, is part of the pupil's actual attendance record and as such is included and reported by the district in the aggregate days of attendance under the Public School Foundation Act. A pupil who receives at least one full period of instruction during any one-half day may be counted as being in attendance for that half day. A pupil must attend one period more than one-half of the total school hours to be counted as being in attendance for a full day.

h. Reimbursement

(1.) Reimbursement will be granted only from the date of approval as indicated on CDE Form 24, HI-EH, "Application for Approval of Home Instruction."

(2.) Reimbursement can be granted for any number of hours of instruction per week, but not in excess of

the number recommended by the special committee.

(3.) Procedures for claiming reimbursement for teaching of homebound pupils are explained further in Chapter XVII.

2. Physically Handicapped

a. Definition

A homebound or hospitalized child is a child who has a physical disability or illness which causes him to be out of school and homebound or hospitalized for such a time as to make it necessary to provide additional instruction. The child may be in attendance at the school building for part of the day.

b. Standards of eligibility

Home/hospital teaching can be provided for pupils between the ages of three and twenty-one. A physician licensed to practice medicine in Colorado will verify that the child will be physically unable to attend regular school on a full time basis.

c. Qualifications of the teacher

The teacher of homebound or hospitalized students shall hold a teaching certificate or letter of authorization issued by the Colorado Department of Education.

d. Responsibility of the parent or guardian

The parents or guardian of a homebound or hospitalized child shall report such a case to the local superintendent and obtain an application from him. The application must be signed by the parent or guardian and a physician licensed to practice medicine in Colorado. The completed forms are then sent to the Division of Special Education Services. When the application has been approved, one copy will be returned to the superintendent. The parent then has the following responsibilities:

(1.) To provide a quiet room in which the teacher and child may work.

(2.) To notify the teacher of any change in the doctor's

recommendations for either more or less activity.

(3.) To notify the teacher when a lesson is to be canceled in time to prevent him from making an unnecessary trip.

(4.) To help the child with work assignments between the teacher's visits.

e. Responsibility of the local administrator

(1.) Submit CDE Form 4, Pages 16 and 22, to the Division of Special Education Services. CDE Form 4 may be submitted, and Home/Hospital Instruction indicated, on or before September 15, when application for other programs is made, or it may be submitted whenever the district desires to initiate a home/hospital instruction program for physically handicapped children.

(2.) Submit CDE Form 23, H/H-PH to the Division of Special Education Services within ten days of the initiation of the teaching. If the application is approved, it will be from the date of initiation of service to the child.

(3.) When service is terminated for a child receiving home or hospital teaching and then re-initiated for the same condition, notify the Division of Special Education Services by letter. CDE Form 23, H/H-PH need not be resubmitted. If the child has a chronic condition that will cause his attendance to be erratic, this should be noted on the CDE Form 23, H/H-PH, when it is first submitted. In these instances, it will not be necessary to inform the Division each time that the child is home and receives instruction.

(4.) Arrange for one of the teachers in the employ of the district or another properly certificated teacher in the community to provide teaching services in the home or hospital.

(5.) Notify the Division of Special Education Services of the names of teachers who have been authorized to do special teaching. Notification shall be made on Page 22 of CDE Form 4. Assuming that each teacher is properly certificated there will be no formal notice from the Division of Special Education Services.

(6.) Submit to the Division of Special Education Services CDE Form 2 03-69, Pages 26 and 37, "Application for Reimbursement for Special Education Services," on or before July 15 of the completed school year. Indicate the exact amount paid the teacher in the fiscal period beginning July 1 and ending June 30.

(7.) Assist the teacher in coordinating the program of the homebound or hospitalized child with that of the regular class. Work done and credits earned by a child under the direction of a home teacher should be accepted by the school. Books and supplies should be obtained through loan, purchase, or rental, just as if the child were in school.

f. Responsibility of the teacher

After the school board has authorized his teaching, it is the responsibility of the teacher to do the following:

(1.) Cooperate with the parents in arranging for a schedule for the best convenience of the child, teacher, and parent.

(2.) Try in every way possible to coordinate activities of the homebound or hospitalized child with those of the school.

(3.) Follow the suggestions of the physician as to study hours and subject load.

(4.) Provide the superintendent or school board with a monthly attendance record of the child. The date of enrollment in the home teaching program and the hours of instruction per day and per week should be indicated. The teacher should report immediately withdrawal of the child from the program or transfer to the regular classroom.

(5.) Keep a current record of the pupil's progress and pertinent information regarding his growth and development in all areas. Periodic progress reports should be sent to the home and to the school.

g. Procedures when a child is confined to a hospital outside the district of residence.

If a child is confined to a hospital in a district other than that of his legal residence and has been approved for teaching, the administrator in the district of residence may request the administrator of the district wherein the hospital lies to engage a qualified teacher. The administrator of the latter district will in turn request authorization from the district of the child's legal residence. The district of legal residence shall agree to pay the teacher an hourly rate commensurate with the rate paid in the hospital district and claim reimbursement from the Colorado Department of Education in the manner outlined.

h. Pupil accounting

Pupils receiving home/hospital instruction should not be dropped from the school rolls. The continued attendance of a pupil under the Home/Hospital special education program, even though on a part-time basis, is part of the pupil's actual attendance record and as such is included and reported in the aggregate days of attendance under The Public School Foundation Act. A pupil who receives at least one full period of instruction during any one-half day may be counted as being in attendance for that half day. A pupil must attend one period more than one-half of the total school hours to be counted as being in attendance for a full day.

i. Reimbursement

(1.) Reimbursement will be granted only from the date of approval as indicated on CDE Form 23, H/H-PH, "Application for Approval of Home/Hospital Instruction."

(2.) Reimbursement can be granted for any number of hours of instruction per week, but not in excess of the number recommended by the physician.

(3.) Procedures for claiming reimbursement for teaching of home-bound or hospitalized pupils explained further in Chapter XVII.

B. Instruction Via Home-to-School Equipment

1. Definition

Home-to-school equipment will usually be the home-to-school telephone provided by the Bell Telephone System, with which Mountain States Telephone Company is affiliated. The Mountain States

Telephone Company will install and maintain the equipment in those areas in which they provide telephone service. In areas served by independent telephone systems, it is hoped that they will lease the equipment from the Mountain States Telephone Company who will in turn install and maintain it. The Department of Education will not provide such equipment.

Should any other kind of equipment be considered, it shall be cleared with the Division of Special Education Services before it is purchased or installed.

2. Standards of Eligibility

   a. Home-to-School equipment may be provided for any handicapped child who will be unable to attend school for a period of time of at least twelve weeks or, because of the nature of his handicap, will be in and out of school intermittently. In the latter instance the equipment may be left installed.

   b. Such instruction should be considered only for those children who can successfully participate in the program being conducted in the classroom to which he is assigned. Children in kindergarten, first or second grades will find it difficult to participate.

   c. Such instruction must be recommended by a physician if the child is aurally, physically or visually handicapped, and by the special committee in all instances.

3. Responsibility of the Parent or Guardian

   a. Sign CDE Form 26, Home-to-School Equipment, which the local district shall submit to the Division of Special Education Services.

   b. Provide a quiet room in which the child may work.

   c. Assist the child with work assignments.

4. Responsibility of the Local Administrator

   a. Submit CDE Form 4, Pages 16 and 22, to the Division of Special Education Services. CDE Form 4 may be submitted and home instruction indicated on or before September 15, when application for other programs is made, or it may be submitted whenever the district desires to initiate a home instruction program using the home-to-school telephone.

b. Submit CDE Form 26, Home-to-School Telephone to the Division of Special Education Services within ten days of the installation of the equipment.

c. Provide at least one hour per week of teacher instruction for the child.

d. Determine that the child is able to handle effectively the home-to-school equipment.

e. When the child does not live in an area serviced by Mountain States Telephone Company, the administrator should work with the independent company in securing the necessary equipment and installation.

f. Submit to the Division of Special Education Services CDE Form 2 03-69, Pages 26 and 37, "Application for Reimbursement of Special Education Services," on or before July 15 of the completed school year. Indicate the exact amount paid the telephone company in the fiscal period beginning July 1 and ending June 30. Costs of installation, maintenance and rent of the equipment may be claimed.

5. Pupil accounting

Pupils receiving home/hospital instruction should not be dropped from the school rolls. The continued attendance of a pupil under the home/hospital special education program, even though on a part-time basis, is part of the pupil's actual attendance record and as such is included and reported in the aggregate days of attendance under The Public School Foundation Act. A pupil who receives at least one full period of instruction during any one-half day may be counted as being in attendance for that half day. A pupil must attend one period more than one-half of the total school hours to be counted as being in attendance for a full day.

6. Reimbursement

a. Reimbursement will be granted only from the date of approval as indicated on CDE Form 26, Home-to-School equipment.

b. Procedures for claiming reimbursement for costs of the home-to-school telephone are explained further in Chapter XVII.

CHAPTER IX

PROGRAM FOR THE MULTIPLE HANDICAPPED

As in the past, if a district wishes to establish a program for children who have more than one handicap, it may do so. Standards of eligibility and the use of a special committee for placement of children, the district plan, and standards for approval of programs shall be adhered to. It is assumed that the district will use discretion in grouping the children and in determining the number of children to be enrolled. The teacher will be endorsed at least in the area of handicap which is judged to be most severe for any individual child.

CHAPTER X

ADMINISTRATION AND SUPERVISION

A. Special Education Administrator

1. Definition

a. The administrator of a special education program for the handicapped shall be known as the Director of Special Education or by another appropriate title. Official correspondence and records shall bear this title.

b. The Director shall be concerned with the full-time administration of all categories of special education programs for the handicapped that the district provides and he may also be the administrator of the school psychology and school social work programs if the local board of education so desires. Other programs closely allied to special education for the handicapped may be included, such programs being remedial reading, stimulation classes for deprived children, and other activities for deprived children that are a part of a Title 1, ESEA, program.

2. Qualifications

a. The Director shall possess at least a Master's Degree in Education or a related field of special services such as school psychology or school social work.

b. The Director shall have had at least two years of experience working with handicapped children in a public school as a teacher of the handicapped, a speech correctionist, a school psychologist, a school social worker, or any combination of these.

c. The Director shall possess a valid Colorado Teacher's certificate with an endorsement as a teacher of the handicapped, a speech correctionist, a school psychologist, or a school social worker. In addition, he shall have had at least one course in the education of the handicapped in at least two categories other than that area in which he holds endorsement.

d. These standards shall become effective for all Directors of Special Education so assigned after September 1, 1969.

e. Letter of Approval

A "Letter of Approval" may be granted the school district should they employ someone who does not meet the standards listed above. The person being employed must provide evidence that he could meet those standards in no less than three summers.

f. Exceptions may be made under special circumstances. Such exceptions must be cleared with the Division of Special Education Services.

3. Assistant Director

a. The above standards shall also hold for those individuals designated as Assistant Directors of Special Education.

b. Where there is a principal of a special school for the handicapped, for approval and reimbursement purposes he shall be designated as an Assistant Director of Special Education.

c. Exceptions may be made under special circumstances. Such exceptions must be cleared with the Division of Special Education Services.

4. Inservice Training

Directors and Assistant Directors of Special Education shall participate in inservice education programs designed to improve the competencies of Directors. The requirements will vary for each individual, depending upon the existing qualifications of that individual.

B. Special Education Supervisors

1. Definition

a. A Special Education Supervisor shall supervise one or more categories of handicap.

b. The Supervisor shall be limited to the special categories of handicap to which he is assigned, though he may both supervise and teach in one category. He shall be full time as a supervisor, or as a supervisor and teacher.

c. A Supervisor shall be concerned with coordinating and improving the instructional program for handicapped children.

d. A Supervisor shall not supervise more than twenty teachers or speech correctionists.

2. Qualifications

a. A Supervisor shall possess at least a Master's Degree in Education or in a related field of special services, such as school psychology or school social work.

b. A Supervisor shall have had at least two years of experience in the category of handicap which he will supervise.

c. A Supervisor shall possess a valid Colorado teacher's certificate with an endorsement in the category of handicap which he will supervise.

d. These standards shall become effective for all supervisors of special areas so assigned after September 1, 1969.

e. Exceptions may be made under special circumstances. Such exceptions must be cleared with the Division of Special Education Services.

CHAPTER XI

A. Evaluation and Consultation

Evaluation and consultation may be done by a psychologist, psychiatrist, or social worker. Such evaluation and consultation apply only to children being considered as possible candidates for special programs for the handicapped and children who have been identified as handicapped. Handicapped children shall be defined as only those children eligible for one of the programs as specified in Chapter 123-22, Colorado School Laws 1965. As an example, a child whom the committee feels is emotionally disturbed but not eligible for a special classroom, special itinerant teacher, or a home-instruction program, is not a legally handicapped child. However, reimbursement may be claimed for the evaluation and staffing of such a child. Special programs include those classroom, resource or itinerant programs conducted by a specially certificated teacher for aurally handicapped, educationally handicapped, educable mentally handicapped, physically handicapped, speech handicapped, or visually handicapped children. Home-hospital instruction is to be considered as an itinerant program.

B. Evaluation -- Definition

Evaluation will be defined as that effort and time consumed in evaluating a child in determining if a handicap exists and, if so, in which program he should be placed. This would include:

1. The administration of an individual psychological test battery and/or other individual examination of the child.

2. Initial contact and conference with regular teacher in gaining the information needed to make a determination.

3. Initial contact and conference with parents in gaining the information needed to make a determination.

4. On-going and continuous evaluation of the child in a special education program.

5. Staffing of the child to make a determination.

C. Consultation -- Definition

Consultation will be defined as that effort and time consumed in consulting about the educational program in which handicapped children are placed. This would include:

1. Direct consultation with the special teacher or speech correctionist about a specific child.

2. Direct consultation with the special teacher or speech correctionist about the program in general.

3. Direct consulting with the special teacher, such counseling to be teacher oriented as contrasted to child oriented.

4. Staffing that is oriented toward improving the handling of either individual children or groups of children in a program.

5. Parent counseling that is done by the school psychologist or school social worker.

D. Parent Permission

The law specifically states that the determination of the mental handicap of a child shall be made by individual examination conducted by a psychologist with the consent of the parent or guardian of the child, and that the determination of an educational handicap shall be made with the consent of the parent or guardian. Thus, before the child is worked with individually by the psychologist for the express purpose of determining whether a handicap exists and the child is eligible for a special education program, the consent of the parent or guardian must be obtained. In the case of a child who is suspected to be educationally handicapped, and an individual psychological, psychiatric, or social worker examination is not indicated, consent of the parent or guardian of the child must be obtained before such determination may be made by the special committee.

E. Relationship to Mental Health Clinics

The Colorado Department of Education shall reimburse the local school district for costs incurred in evaluation and consultation, as defined above, by the local or community Mental Health Clinic. Such costs shall be considered as salary. On-going therapy or counseling of the child or his parent is not reimbursable. To arrive at the amount which the district may claim for state reimbursement, it will be necessary for the clinic and the school to be aware of the time spent on evaluation and consultation of handicapped children and programs as well as for evaluation and consultation of non-handicapped children and programs. This ratio of the time spent on handicapped children and programs to the total time should be applied to the total amount paid to the clinic. The product of these two figures shall be the amount which the school district may enter on the application for reimbursement. It will be necessary for the clinic to distinquish between evaluation and consultation as defined in this Chapter and to distinguish between the professional staff, psychologists, psychiatrists and social workers, in services provided.

CHAPTER XII

SPECIALTY AREAS

A. Districts may employ teachers of specialty areas to serve handicapped children so that their instructional programs may be broadened and of a better quality.

The specialty areas are as follows:

1. Arts and Crafts
2. Home Economics
3. Industrial Arts
4. Instructional Materials
5. Music
6. Physical Education
7. Vocational Education

B. Such specialty teachers must be employed to work full time with handicapped children, only. In districts or cooperative programs with a total enrollment of less than 3000 students, the specialty teacher may work one-half time or full time.

CHAPTER XIII

WORK EXPERIENCE-AND-STUDY PROGRAMS FOR HANDICAPPED YOUTH IN SENIOR HIGH SCHOOLS

The Division of Special Education Services of the Colorado Department of Education, the Division of Rehabilitation of the Colorado Department of Social Services and the Division of Program Services of the Colorado Community Colleges and Occupational Education, have formulated a plan for providing a unique educational program for handicapped youth enrolled in senior high schools. It is designed for those handicapped youth who do not have the potential to participate and succeed in the regular curriculum offered to non-handicapped youth.

The program may be modified to meet the circumstances of the individual district, but the features, in general, are as follows:

1. It is a three-year program and youth become eligible when they are sixteen years of age.

2. The youth attend school one-half day and work in work-study stations one-half day.

3. During the first year, the work stations are located in the public school.

4. During the second and third years, the work stations are located in private business, industry and enterprise.

5. A youth participates in several work stations each year, thus obtaining several months' experience in each job.

6. The youth receives a wage for his work, but the emphasis is upon learning and experience, not upon earning wages.

7. The employer is reimbursed by the Division of Rehabilitation for training the youth.

8. The youth learns the skills and information necessary to be successful on the job and as a citizen in school.

9. The division of Rehabilitation and the Division of Occupational Education underwrite certain other expenditures such as transportation needed to get a youth to the work-station and transportation costs of the work-study teacher.

10. The work-study program is established as a means of education and

training and is not meant to provide employment for youth.

11. The teacher must meet certification standards as required by the Colorado Department of Education and the Division of Occupational Education.

12. The salary of the work experience-and-study teacher is reimbursable as in other special education programs.

CHAPTER XIV

SPECIAL TRANSPORTATION

Districts, for various reasons, frequently need to provide transportation other than that regularly provided for all children.

A. Definition

1. It shall be for handicapped children only.

2. It may be inter-district, that is, from the district of residence to the district of attendance to attend a special program of that district.

3. It may be intra-district, that is, within the boundaries of the district.

4. It is for the purpose of transporting handicapped children to attendance centers; therefore, other purposes, such as field trips, are not to be considered as part of this service.

5. It may be provided by a regular type school bus.

6. It may be provided by a private vehicle that complies with regulations set forth in Colorado School Bus Regulations (Revised, 1963).

B. Approval and Reimbursement

1. The local administrator must submit to the Division of Special Education Services CDE Form 4, Pages 16 and 26, "Application for Approval of Special Education Services," on or before September 15 of the current school year or within 10 days after service is initiated.

2. The local administrator must submit to the Division of Special Education Services CDE Form 2 03-69, Pages 26, 27 and 41, "Application for Reimbursement of Special Education Services," on or before July 15 of the completed school year.

3. When a regular type school bus is used, the district will include the service in the certification under the Public School Transportation Fund. As stated below, this payment from the PSTF attributable to this service must be deducted from the special transportation when making application for special education funds.

4. The State Department of Education will reimburse the local district fifty per cent of the costs of special transportation after other state funds are deducted. The costs must represent the actual amount of money expended by the district.

CHAPTER XV

MAINTENANCE IN A FOSTER HOME

A. Definition and Purpose

If a district does not provide a special education program of its own and it enters a handicapped child in a program in another district, with the consent of that district, the child may be placed in a licensed foster home in the district of attendance. Such maintenance is provided in lieu of transportation.

B. Responsibility of the District of Residence

1. Determine in which district the handicapped child will attend a special program and take the necessary steps for acceptance and enrollment of the child.

2. Notify the parents to contact the welfare agency of the county of residence to request assistance from the welfare agency of the county of attendance in making foster home placement in the district of attendance.

3. Submit to the Division of Special Education Services CDE Form 4, Pages 16 and 27, "Application for Approval of Special Education Services," on or before September 15 of the current school year; within 10 days after the program is initiated.

4. Submit a warrant of the amount stated on Page 27 of the application to the boarding home mother each month.

5. Submit to the Division of Special Education Services CDE Form 2 03-69, Pages 26, 27 and 42, "Application for Reimbursement of Special Education Services," on orbefore July 15 of the completed school year.

C. Responsibility of the District of Attendance

Determine the eligibility of the pupil to be enrolled in its program. (See Chapters II, IV and V)

D. Responsibility of the Parent or Guardian of the Pupil

1. The parent or guardian of the child may not maintain a residence within the school district in which the child is enrolled.

2. Maintenance assistance may not be granted if the child resides with relatives in the district of attendance.

3. The parent or guardian of the child shall place the child in a boarding home licensed and supervised by the proper agency in the community.

E. Responsibility of the Welfare Agencies

The local welfare agencies shall arrange for supervision of the boarding home in all cases.

F. Responsibility of the Boarding Home Mother

The boarding home mother shall verify to the child's district of legal residence at the end of each month that the child was living in her home and enrolled in a special education program.

G. Reimbursement

1. The State Department of Education may allow up to $800 per year on the cost of maintenance.

2. The full amount, based upon length of placement, will be reimbursed--reimbursement for maintenance is never pro-rated as are other programs.

CHAPTER XVI

APPROVAL OF PROGRAMS

A. Submission of Forms

1. Page 16 of CDE Form 4, entitled "Application for Approval of Special Education Services -- Program Summary" shall be submitted:

   a. Only once during the year;

   b. For any one or more special programs described in Chapter I;

   c. On or before September 15 of the school year for which approval is desired and if the program(s) is initiated at the beginning of the school year;

   d. Within ten days after the initiation of such programs during the school year.

2. Other appropriate pages of CDE Form 4 shall be submitted:

   a. For each separate program as indicated on Page 16 of the form;

   b. Only once during the year, with corrections or changes indicated by letter;

   c. With Page 16 except when Page 16 has already been submitted, then within ten days after the initiation of the new program.

3. CDE Form 24, HI-EH, CDE Form 23, H/H-PH, and CDE Form 26, Home-to-School Equipment, shall be submitted:

   a. HI-EH for each educationally handicapped child placed on home instruction.

   b. H/H-PH for each physically handicapped child placed on home instruction.

   c. Home-to-School Equipment for each handicapped child for whom a home-to-school telephone is installed.

B. Bases for Approval

Approval should be considered by the local district and the Colorado Department of Education as a mutual contract for the remainder of the school year. Approval is granted by the Colorado Department of Education on the supposition that the program meets the standards for approval of programs as set forth in Chapter VI.

CHAPTER XVII

REIMBURSEMENT OF PROGRAMS

A. Approval of Applications

Reimbursement will be granted only to districts which have filed and had approved CDE Form 4, "Application for Approval of Special Education Services--Program Summary."

B. Reimbursement Procedures

1. The Colorado Board of Education shall reimburse each school district for:

a. Eighty per cent of the salaries of approved full-time directors and assistant directors of special education and approved full-time supervisors of special areas.

b. Eighty per cent of the salaries of full-time teachers in the following approved programs:

(1) Aurally Handicapped
(2) Educable Mentally Handicapped
(3) Educationally Handicapped
(4) Physically Handicapped
(5) Visually Handicapped

c. Eighty per cent of the salaries of speech correctionists in approved speech correction programs.

d. Eighty per cent of the salaries of teachers in approved Home/Hospital Instruction programs for either educationally handicapped or physically handicapped children.

e. Eighty per cent of the costs of installation, maintenance and rent of home-to-school equipment.

f. Eighty per cent of the salaries of approved teachers of the following specialty areas:

(1) Arts and crafts
(2) Home economics
(3) Industrial arts
(4) Instructional materials

(5) Music
(6) Physical education
(7) Vocational education

g. Eighty per cent of the salaries or cost of evaluation and consultation by psychologists, psychiatrists and social workers. Such evaluation and consultation must apply directly to handicapped children or programs for handicapped children. See Chapter IX for further explanation.

h. Fifty per cent of the cost, after other state funds are deducted, of any approved special transportation provided exclusively for handicapped children.

i. The full amount of the cost of maintenance of a child in a licensed foster home up to eight hundred dollars per school year.

2. All claims for reimbursement, except for maintenance which shall always be fully reimbursed, shall be pro-rated on the basis of total claim submitted within the limitations of the Act in proportion to funds available for reimbursement.

3. Warrants for approved claims will be issued not later than September of each year.

C. Submission of Forms

1. CDE Form 2 03-69, "Application for Reimbursement of Special Education Services--Program Summary."

a. Each district requesting reimbursement shall submit CDE Form 2 03-69 on or before July 15 after the school year just completed.

b. This is a broad form meant to cover reimbursement for all programs and services provided for handicapped children by the district.

c. Figures used in this report must be actual figures taken from the district accounting books for the fiscal year beginning July 1 and ending June 30. Do not compute the claim--the Department of Education will compute this for you.

d. Pages 26 and 27 of this form is the program summary. Figures to be placed on this page are to be transferred from the subsequent and respective pages of the form. This is the only page requiring a signature.

e. The appropriate page is to be submitted for each special education program or service for which reimbursement is being claimed. Each of these pages matches its counterpart in CDE Form 4, "Application for Approval of Special Education Services."

f. Districts that make twelve equal payments to their teachers and other personnel each year will have a carryover of salaries from one fiscal year to the other. This carryover should be indicated on the appropriate page of CDE Form 2 03-69, including teacher's name if that teacher is no longer employed as a special education teacher. That teacher must have been an approved teacher of an approved program of the previous school year.

D. Public School Foundation Act Reimbursement

Children enrolled in special education programs for the handicapped should be included in the attendance reports submitted by the local school district to the Colorado Department of Education and that attendance should be included in the total aggregate Daily Attendance reported for reimbursement under the state Public School Foundation Act.

CHAPTER XVIII

COOPERATIVE SERVICES

A. Legal Provisions

1. The Boards of Cooperative Services Act, Chapter 123-24, Colorado School Laws 1965.

   This act provides that the boards of education of two or more school districts may establish a board of cooperative services for the purpose of providing cooperative educational service programs. Programs for handicapped children may be considered as part of this program.

2. The Handicapped Children Educational Act, Chapter 123-22, Colorado School Laws 1965.

   This act provides that two or more districts may contract with each other to establish and maintain a special educational program for the education of handicapped children, sharing the costs thereof in accordance with the terms of the contract agreed upon. Under this provision, one of the school districts should sponsor the program for administrative purposes.

B. Establishing Cooperative Programs

1. Position of the Colorado Department of Education.

   The Colorado Department of Education, including the Division of Special Education Services, endorses such a program and will encourage districts that are so inclined to establish cooperative or shared programs. The Department particularly urges smaller rural districts to follow this course.

2. Ideally suited services.

   While any of the programs described in this manual may be provided by cooperative services, there are several that lend themselves more than others to such cooperation.

   a. Director of Special Education.

      When several districts combine to form a total pupil enrollment of several thousands or more, the costs of a director can be

justified. Such a person is in a position to direct and offer leadership for programs for handicapped children that could not otherwise be offered singly by the districts.

b. Supervisor of Special Areas.

When several districts combine for cooperative services the program may become large enough to justify a specialist in specific areas of handicap to supervise programs.

c. Itinerant program.

Itinerant programs of any kind are especially adaptable to cooperative programs. Even smaller districts are apt to have one or more of the various kinds of physically handicapped children. When a case load is only five to ten children, several districts, in most instances, would have enough children to justify a program.

d. Speech correction.

Speech correction is a type of itinerant program and very suitable to cooperative efforts. A speech correctionist may be easily justified when the combined enrollment is from 1500 to 2500 children.

e. Evaluation and consultative services.

While the services of a school psychologist and school social worker are not necessarily confined to special education, and the total cost of their services is not reimbursable, their services do lend themselves very readily to cooperative programs. A ratio of one psychologist and one social worker to every 2000 pupils is very defensible.

f. Special classes.

While special classes are more difficult to provide on a cooperative basis, the transportation and maintenance provisions of the handicapped children's law makes them more feasible.

3. Consultant services.

The Division of Special Education Services will provide consultation to local districts desiring to establish cooperative programs in special education for handicapped children.

CHAPTER XIX

LETTER OF APPROVAL

Under the Teacher Certification Act of 1961, teacher preparation leading to endorsement is recognized as a collegiate function. A teacher who participates in an approved special education program must hold a valid Colorado teacher's certificate appropriately endorsed.

Occasionally, a school district is unable to employ a teacher who has completed a full sequence of preparation which would lead to an appropriate endorsement. In these instances, the local special education administrator may apply for a LETTER OF APPROVAL (See Appendix III) which, if granted, will allow the state to reimburse for the program while the teacher pursues his education and proper endorsement. The following rules apply:

1. The individual shall possess a valid Colorado teacher's certificate.

2. The employing school district shall certify that no fully trained special education teacher is available.

3. The individual shall indicate his intention to remain in the specified area of exceptionality.

4. The individual shall be enrolled, or preparing to enroll in an approved college training program, with the objective of obtaining institutional recommendation for endorsement.

5. The teacher shall submit evidence of completing a minimum of nine quarter hours, or six semester hours, before further approval is requested or granted.

6. Approval shall be effective from September of one year to September of the next year.

APPENDIX I

Handicapped Children Educational Act

HANDICAPPED CHILDREN EDUCATIONAL ACT

Section 1. Article 22 of Chapter 123, Colorado Revised Statutes

123-22-1. -- Short title. -- This article shall be known and may be cited as the "Handicapped Children Educational Act."

123-22-2. -- Legislative declaration. -- The general assembly hereby declares that the purpose of this article is to provide means for educating those children in the state of Colorado who are physically, mentally, educationally, or speech handicapped.

123-22-3. -- Definitions. -- (1) Unless otherwise indicated by the context, the following words and phrases when used in this article shall have meanings respectively ascribed to them in this section.

(2) "Physically handicapped children" means those persons between the ages of three and twenty-one years who are crippled or orthopedically, aurally, or visually handicapped to the extent that it becomes impracticable or impossible for them to participate in or benefit from the classroom programs regularly provided in the public schools, and whose education requires modification of such normal educational programs.

(3) "Educable mentally handicapped children" means those persons between the ages of five and twenty-one years whose intellectual development renders them incapable of being practically and efficiently educated by ordinary classroom instruction in the public schools, but who nonetheless possess the ability to learn and may reasonably be expected to benefit from special programs designed to aid them in becoming socially adjusted and economically useful.

(4) "Educationally handicapped children" means those persons between the ages of five and twenty-one who are emotionally handicapped or perceptually handicapped, or both, and who require special educational programs.

(5) "State board" means the state board of education.

(6) "School district" means a school district organized and existing pursuant to law, but shall not include a junior college district.

(7) (a) "Psychologist" means any person who meets any one of the following requirements:

(b) Properly certificated as a school psychologist by the State board.

(c) Properly certified as a psychologist by the Colorado board of psychologist examiners.

(d) Has a minimum of two years of graduate training in psychology, is supervised by a psychologist as defined in paragraphs (b) or (c) of this subsection, and is employed as a psychologist by an institution of higher education, hospital, or mental health clinic or agency, that is supported at least in part by government funds.

(8) "Physician" means a doctor of medicine or osteopathy duly licensed to practice medicine.

(9) "Vision specialist" means an ophthalmologist or optometrist.

123-22-4. -- Cost of services -- limitation on expenditures. -- Costs of educating handicapped children under this article shall include the conpensation of special class teachers, itinerant teachers, speech correctionists, supervisors of special programs as provided by this article, directors of special education, the costs of consultation and evaluation by psychiatrists, psychologists, and social workers, individual instruction in hospitals and homes, whether such instruction is rendered by a teacher or home-to-school equipment, maintenance in licensed foster homes, and transportation to and from schools; but no state moneys distributed pursuant to this article for such costs shall be expended for the erection or repair of school buildings in any school district, or for medical care.

123-22-5. -- Administration. -- This article shall be administered by the state board, which shall maintain sufficient qualified personnel to supervise the provisions hereof, utilizing the existing facilities of the state departments of health, welfare, rehabilitation, and institutions, when possible and needed. The state board shall have authority to adopt reasonable rules and regulations for the administration of this article.

123-22-6. -- Grouping and facilities. -- The state board shall prescribe the minimum physical facilities required for special educational programs authorized by this article. It shall determine the diagnostic criteria for enrollment in programs, prescribe minimum and maximum enrollments, and require that all special program personnel hold a valid certificate or a letter of authorization issued pursuant to law with an appropriate endorsement thereon.

123-22-7. -- Enrollment -- trial period. -- (1) The determination of the physical handicap of a child shall be made by an individual examination conducted by a licensed physician, except if the handicap is a visual handicap the determination shall be made by a vision specialist. In such case a physical examination shall also be made by a physician.

(2) The determination of the mental handicap of a child shall be made by individual examination conducted by a psychologist with the consent of the parent or guardian of the child. In the event that the parents or guardian of the child disagree with the determination of the psychologist or the placement of the child in a special program, they may refer the child to a psychologist of their own choice, and at their own expense, and submit such evaluation to the board of education. The board of education shall have the ultimate right of placement of children attending the public schools within their jurisdiction.

(3) The determination of existence of an educational handicap shall be made, with the

consent of the parent or guardian of the child, by a committee of professionally qualified personnel appointed by the board of education of the school district. The composition of said committee shall be prescribed by the state board and may be composed of but not limited to the following: A psychologist, a social worker, a physician, a school administrator, and a teacher of the educationally handicapped.

(4) If no special program shall exist in the school district of residence of any handicapped child, the parent or guardian, or the board of education of such school district, may make application for enrollment of such child in a special educational program existing in another school district. Upon determination of eligibility and capability of receiving benefits from enrollment in such a program, and upon approval of both boards of education of such school districts, said child may be enrolled in such program.

(5) The final approval of the enrollment of any eligible handicapped child in a special educational program shall be made by the board of education of the school district providing such program and such child may be enrolled for a trial period not exceeding nine months.

123-22-8. -- Establishment of special education programs. -- Any school district may establish a special program for the education of handicapped children, or any classification thereof, and two or more school districts may contract with each other to establish and maintain a special educational program pursuant to law for the education of handicapped children, sharing the costs thereof in accordance with the terms of the contract agreed upon.

123-22-9. -- Maintenance. -- For each child enrolled in a special program for handicapped children in a school district other than the school district of residence, the state board may pay to the school district of residence for the maintenance in a foster home of each such child an amount not exceeding eight hundred dollars per school year, or in lieu of maintenance, one-half the cost of transportation of such child as provided in section 123-22-11. Payment for maintenance in a foster home shall be made only in case the parent or guardian of the child does not maintain a residence within the school district wherein the child is enrolled. Such placement shall be made only in a foster home licensed by the state department of public welfare.

123-22-10. -- Instruction of hospitalized or homebound children. -- Special instructional services for handicapped children who are hospitalized or homebound may be provided by any school district in which such children are residents. School districts providing such approved services may be reimbursed by the state board up to eighty per cent of the salaries paid teachers for such services and up to eighty per cent of the cost of home-to-school equipment which may be either a home-to-school telephone or any other similar device. The state board shall approve any home-to-school telephone or similar device before it is installed and put into operation.

123-22-11. -- School district report -- reimbursement -- proration of funds. -- (1) The board of education of each school district which is eligible for reimbursement under any provisions of this article shall file with the state board on or before July 15 of each year, a report which contains a statement of the costs of approved personnel who have participated in

approved special educational programs, the costs of maintenance in foster homes, the costs of transportation, and the costs of home-to-school equipment used for instruction at home or hospital, to the extent such costs are directly allocable to services rendered in connection with a special education program.

(2) (a) A school district which maintains and operates special educational programs approved by the state board for the education of physically handicapped, educable mentally handicapped, educationally handicapped, and speech handicapped children as defined by section 123-22-3 shall be entitled to reimbursement for:

(b) Eighty per cent of the compensation of approved personnel and the costs of home-to-school equipment;

(c) Fifty per cent of the cost of any approved special transportation provided for handicapped children, after other funds provided by the state are deducted;

(d) The full amount of the cost of maintenance of a child in a licensed foster home, not to exceed eight hundred dollars per school year.

(3) In the event appropriations shall be insufficient to cover reimbursements provided for in subsection (2) of this section, all approved reimbursements, except those for maintenance in a foster home, which shall always be fully reimbursed, shall be prorated on the basis of total claims submitted in proportion to funds available for reimbursement.

(4) Payments under the provisions of this article shall in no way affect the amount of other state aid for which a school district may qualify.

Section 2. -- Effective date. -- This act shall take effect July 1, 1969.

Section 3. -- Safety clause. -- The general assembly hereby finds, determines, and declares that this act is necessary for the immediate preservation of the public peace, health, and safety.

APPENDIX II

Special Education Forms

COLORADO DEPARTMENT OF EDUCATION

INSTRUCTIONS FOR COMPLETING PART V - SPECIAL EDUCATION (CONT'D)

5. The pages of this report are printed on snap-out carbon forms. The first page is to be detached from the set and used as a worksheet. After verifying worksheet entries, insert the original and four copies (unseparated) into the typewriter and type the final report.

6. After proofreading, remove the carbons. Do not mail the forms with the carbons still in place because impressions left by cancelling machines would make the copies illegible.

SPECIFIC PAGE INSTRUCTIONS

Page 16: Numbers of personnel and pupils served and salary amounts for this program summary are to be extracted from the applicable detail pages.

Page 18: After words "TEACHERS OF" in page heading, enter the appropriate handicap (aural, EMH, EH, physical, speech, and visual).

Use a separate form for each handicap, adding sheets as needed for continuation pages.

Under heading PROGRAM, sub-heading TYPE, complete by using: "CLASS", "ITINERANT", or "RESOURCE." (Teachers of Educable Mentally Handicapped will enter "CLASS" only.)

Under sub-heading LEVEL, complete by using: "K-6", "7-9", or "10-12."

Under sub-heading PUPILS, complete by entering the number of pupils assigned to each teacher on the opening day of school.

Page 19: Be sure to include the specialty of each teacher listed.

Page 20: If a teacher has more than one student and different handicaps are represented, group the pupils by handicaps and repeat the teacher's name with each change of handicap group. Enter that teacher's salary only once, opposite the final listing of his name.

Pages 21 and 22: Under heading SALARY, sub-heading HOURLY, enter the appropriate hourly rate; under sub-heading ANNUAL, enter an estimate of the total amount to be paid to the teacher during the school year. If the teacher is paid an annual salary, enter that figure only in the ANNUAL column.

Page 28: Attach this page for each teacher of each handicapped group - except speech correctionists.

COLORADO DEPARTMENT OF EDUCATION

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES

PROGRAM SUMMARY

For School Year 19____ - 19____.

COUNTY_____ DISTRICT NO. _____

CHECK IN THE BOX TO THE LEFT THE PROGRAM(S) FOR WHICH APPROVAL IS REQUESTED
ATTACH APPROPRIATE PAGE AS INDICATED

✓	PROGRAM	SEE PAGE	NUMBERS		AMOUNT ($)
			PERSONNEL	PUPILS SERVED	
	Directors of Special Education	17			
	Assistant Directors of Special Education	17			
	Special Education Supervisors	17			
	Aurally Handicapped Teachers	18			
	Educable Mentally Handicapped Teachers	18			
	Educationally Handicapped Teachers	18			
	Physically Handicapped Teachers	18			
	Speech Correctionists	18			
	Visually Handicapped Teachers	18			
	Specialty Teachers	19			
	Work Experience-&-Study Teachers	20			
	Home Instruction – Educationally Handicapped	21			
	Home/Hospital Instruction – Physically Handicapped	22			
	Psychologist – Evaluation & Consultation	23			
	Social Workers – Evaluation & Consultation	24			
	Psychiatrists	25			
	Special Transportation	26			
	Foster Home Maintenance	27			
		TOTAL			$

Attach a Pupil List (page 28) for each teacher of each handicap except for speech correction.

_____ _____
Administrator of Special Education — Date

_____ _____
Secretary of Board — Date

Approved by: _____ _____
Director of Special Education Services, Colorado Department of Education — Date

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

DIRECTORS OF SPECIAL EDUCATION
ASSISTANT DIRECTORS OF SPECIAL EDUCATION
SPECIAL EDUCATION SUPERVISORS

For School Year 19_____ - 19_____ .

COUNTY _____ DISTRICT NO. _____

NAME	POSITION		CERTIFICATION			SALARY
			TYPE	DATE	ENDORSEMENT	
	Director					
	Assistant Director					
	Assistant Director					
	Assistant Director					
	POSITION	AREA OF SUPERVISION				
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
	Supervisor					
					TOTAL	$

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

TEACHERS OF _____

For School Year 19_____ - 19_____.

COUNTY_____ DISTRICT NO. _____

NAME	CERTIFICATION			PROGRAM			SALARY
	TYPE	DATE	ENDORSEMENT	TYPE	LEVEL	PUPILS	

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

SPECIALTY TEACHERS OF THE HANDICAPPED
(ARTS & CRAFTS – MUSIC – PHYSICAL EDUCATION)

For School Year 19____ - 19____.

COUNTY _____ DISTRICT NO. _____

NAME	SPECIALTY	CERTIFICATION			SALARY
		TYPE	DATE	ENDORSEMENT	
				TOTAL	$

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

WORK EXPERIENCE-AND-STUDY

For School Year 19____ - 19____.

COUNTY_____ DISTRICT NO. _____

NAME	HANDICAP OF STUDENT	CERTIFICATION			PUPILS	SALARY
		TYPE	DATE	ENDORSEMENT		

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

HOME INSTRUCTION – EDUCATIONALLY HANDICAPPED

For School Year 19_____ - 19_____.

COUNTY_____ DISTRICT NO. _____

NAME	CERTIFICATION			SALARY	
	TYPE	DATE	ENDORSEMENT	HOURLY	ANNUAL
				TOTAL	$

List all the teachers who may be employed as teachers of homebound educationally handicapped children. If additional teachers are employed during the school year, notify the special education division by letter and those names will be added to this list. Indicate the hourly rate of pay for those teachers paid by the hour and extend the estimated annual salary of those teachers. Enter the yearly salary for any teacher employed full time as a home instructor.

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

HOME/HOSPITAL INSTRUCTION – PHYSICALLY HANDICAPPED

For School Year 19_____ - 19_____.

COUNTY_____ DISTRICT NO. _____

NAME	CERTIFICATION			SALARY	
	TYPE	DATE	ENDORSEMENT	HOURLY	ANNUAL
				TOTAL	$

List all the teachers who may be employed as teachers of home/hospital physically handicapped children. If additional teachers are employed during the school year, notify the special education division by letter and those names will be added to this list. Indicate the hourly rate of pay for those teachers paid by the hour and extend the estimated annual salary of those teachers. Enter the yearly salary for any teacher employed full time as a home/hospital instructor.

COLORADO DEPARTMENT OF EDUCATION

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

PSYCHOLOGISTS

For School Year 19____ - 19____ .

COUNTY_____ DISTRICT NO. _____

A. PSYCHOLOGISTS ON SCHOOL DISTRICT STAFF

NAME	CERTIFICATION			PERFORMS AS A SCHOOL PSYCHOLOGIST:		
	TYPE	DATE	ENDORSEMENT	FULL TIME	HALF TIME	LESS THAN HALF TIME

B. PSYCHOLOGISTS OTHER THAN SCHOOL DISTRICT STAFF

NAME	AGENCY	TYPE OF CERTIFICATION	
		SCHOOL PSYCHOLOGIST	PSYCHOLOGIST EXAMINER

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

SOCIAL WORKERS

For School Year 19____ - 19____ .

COUNTY_____ DISTRICT NO. _____

A. SOCIAL WORKERS ON SCHOOL DISTRICT STAFF

NAME	CERTIFICATION			PERFORMS AS A SCHOOL SOCIAL WORKER:		
	TYPE	DATE	ENDORSEMENT	FULL TIME	HALF TIME	LESS THAN HALF TIME

B. SOCIAL WORKERS OTHER THAN SCHOOL DISTRICT STAFF

NAME	AGENCY	MASTER SOCIAL WORKER: (check)	
		YES	NO

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

PSYCHIATRISTS

For School Year 19____ - 19____ .

COUNTY _____ DISTRICT NO. _____

NAME	AGENCY

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

SPECIAL TRANSPORTATION

For School Year 19____ - 19____.

COUNTY_____ DISTRICT NO._____

Check appropriate squares:

- ☐ Intra-district transportation
  - ☐ Private vehicle that meets school bus regulations.
  - ☐ Regular type school bus.
- ☐ Inter-district transportation.
  - ☐ Private vehicle that meets school bus regulations.
  - ☐ Regular type school bus.

1. If transportation is **intra-district** and by private carrier complete the following:
   - Type of handicapped children to be transported. _____
   - Number of children to be transported. _____
   - Total number of miles per day. _____
   - Rate of payment. _____
   - Estimated total cost per year $_____
2. If transportation is **inter-district** complete the following:
   - Type of handicapped children to be transported. _____
   - Number of children to be transported. _____
   - District to which they will be transported. _____
   - Total number of miles per day. _____
   - Rate of payment (only if payment is made to a private person or carrier). _____
   - Estimated total cost per year. $_____
3. If transportation is provided by the district transportation system (as opposed to a private vehicle) complete the following:
   - Type(s) of handicapped children to be transported. _____
   - Estimated cost of transportation used exclusively for transporting handicapped pupils. $_____
4. Total estimated cost for year. (Sum of 1, 2, and 3) $_____
5. The district will need the following information for each of 1, 2, and 3, above, at the end of the school year:
   - Aggregate daily attendance _____
   - Total mileage _____
   - Actual cost to the district $_____

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST

FOSTER HOME MAINTENANCE

For School Year 19____ - 19____ .

COUNTY_____ DISTRICT NO. _____

Name of Child _____

Handicap _____

District in which child will attend special education program:

District _____

County _____

Name of Foster Home Parents _____

Address of Foster Home Parents _____

_____

Welfare agency licensing Foster Home _____

Name of Agency and Welfare Agent approving Foster Home _____

_____

Monthly Cost $ _____ ANNUAL COST $ _____

PART V – APPLICATION FOR APPROVAL OF SPECIAL EDUCATION SERVICES

PUPIL LIST

(Complete one list for each teacher)

COUNTY_____ _____ DISTRICT NO._____ SCHOOL _____

NAME OF TEACHER _____ CLASS LEVEL(S) _____ DATE _____

CLASSROOM ☐ ITINERANT ☐ RESOURCE ☐

AREA OF HANDICAP: AURAL ☐ EMH ☐ EH ☐ PHYSICAL ☐ VISUAL ☐

PUPIL'S NAME	AGE	ADMISSION INFORMATION					DISTRICT NO. OF NON-RESIDENTS
		NAME OF TEST	DATE TEST WAS GIVEN	I. Q. SCORE	PSYCHOLOGIST NAME	PSYCHOLOGIST AGENCY	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

INSTRUCTIONS FOR COMPLETING
SECTION V -- SPECIAL EDUCATION

Prepare and distribute the following copies on or before July 15:

Original and 1 copy: Division of Statistics and Data Processing
Colorado Department of Education
1 copy: County Superintendent of Schools
(if applicable)
1 copy: District File Copy

1. All pages indicate the salaries of teachers and other personnel only for the period July 1 through June 30. Salaries should be the exact amount extracted from the accounting payroll records.

2. Pages 29, 30, 31, 32, 33, and 35 indicate in the proper blanks name of the teacher or other personnel, number of months that the salary was paid, grade level of the children with whom the person worked (K-6, 7-9, 10-12), type of class (classroom, itinerant, resource), the membership of the class on the closing day of school, total number of children enrolled in the class during the school year, and finally the salary paid.

3. For carry over salaries for July and August of personnel no longer with the program, place the name and salary at the bottom of the page under the heading, "July and August" (See sample sheet.)

4. Page 34, Speech Correctionists. Indicate in the proper blanks the name of the correctionist, number of months that salary was paid, the grade level of children served, the full time equivalent (F.T.E.) of the correctionist, the average weekly case load (count each child only once). A correctionist employed full time is one (1) full time equivalent; two days per week is 2/5 F.T.E.

5. Pages 36 and 37, Home and Home/Hospital Instruction. Indicate in the proper blanks the name of the teacher, number of pupils instructed, hours of instruction, rate of pay per hour, and total amount paid.

6. Pages 38, 39, and 40, Psychologists, Social Workers, and Psychiatrists. Indicate in the proper blanks the name of the professional, the agency he/she is employed by (if by your school district indicate the work district), amount of fee or salary paid by school district, amount claimed for special education evaluation, amount claimed for special education consultation,.and total claimed. (The sum of claimed evaluation plus claimed consultation.) (See Chapter III, Administrative Procedures for the Special Education Programs.)

7. Page 41, is for transportation provided exclusively for handicapped children. Aggregate daily attendance shall be for the year just completed and for handicapped pupils transported, only. Be sure to compute how you ascertained the cost in Item 3 and compute Item 5 in the block provided on the bottom.

8. See also -- Administrative Procedures for the Special Education Programs, especially Chapter VI.

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
TEACHERS OF THE EDUCATIONALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

SAMPLE

NAME	MONTHS	GRADES	TYPE CLASS	PUPILS CLOSING DAY	PUPILS TOTAL NUMBER	SALARY PAID
Mary Doe	12	K - 6	Resource	13	20	6,750.00
Jane Smith	3	K - 6	Resource			2,300.00
John Jones (Replacement)	9	K - 6	Resource	12	19	5,000.00
Thelma Brooks	12	7 - 9	Classroom	14	22	7,200.00
JULY & AUGUST 1968 ONLY						
Sue Nice						800.00
			TOTALS	39	51	$22,050.00

SAMPLE

CDE FORM 2 03-69
REPLACES SES 3

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PROGRAM SUMMARY
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

INDICATE THE PROGRAM(S) FOR WHICH REIMBURSEMENT IS BEING SOUGHT BY MARKING THE APPROPRIATE SQUARE
(Attach appropriate page as indicated)

	PAGE ATTACHED	NUMBER OF PERSONNEL	TOTAL SALARY OR COST	DO NOT FILL IN CLAIM	DO NOT FILL IN PUPILS
SPECIAL EDUCATION DIRECTOR	Page 28 ☐				
ASST. SPECIAL EDUCATION DIRECTOR	Page 28 ☐				
SPECIAL EDUCATION SUPERVISOR	Page 28 ☐				
AURALLY HANDICAPPED	Page 29 ☐				
EDUCABLE MENTALLY HANDICAPPED	Page 30 ☐				
EDUCATIONALLY HANDICAPPED	Page 31 ☐				
PHYSICALLY HANDICAPPED	Page 32 ☐				
SPECIALTY TEACHERS	Page 33 ☐				
SPEECH CORRECTIONISTS	Page 34 ☐				
VISUALLY HANDICAPPED	Page 35 ☐				
HOME INSTRUCTION EDUCATIONALLY HANDICAPPED	Page 36 ☐				
HOME/HOSPITAL INSTRUCTION PHYSICALLY HANDICAPPED	Page 37 ☐				
PSYCHOLOGICAL EVALUATION & CONSULTATION	Page 38 ☐				
SOCIAL WORK EVALUATION & CONSULTATION	Page 39 ☐				

CDE FORM 2 03-69
REPLACES SES 3

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PROGRAM SUMMARY
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

PSYCHIATRIC EVALUATION & CONSULTATION	Page 40 ☐	_____	_____	_____	_____
SPECIAL TRANSPORTATION	Page 41 ☐	_____	_____	_____	_____
FOSTER HOME MAINTENANCE	Page 42 ☐	_____	_____	_____	_____
	TOTALS		$_____	$_____	_____

WE HEREBY CERTIFY THAT:

1. We understand that approval of application and payment of claim will be made in accordance with the Handicapped Children's Education Act, Chapter 123-22, Colorado School Laws, 1965.

2. Permission was obtained from each child's parent or guardian before determination was made of the child's mental or educational handicap.

3. Psychological and social work evaluation and consultation was done only by personnel who meet the requirements as defined in the law or regulation.

4. Reimbursement is claimed only for transportation in a motor vehicle which complied with regulations set forth in Colorado School Bus Regulation, revised in 1963.

5. The salaries of the teachers and other personnel are the true salaries of the period July 1 to June 30, as extracted from the payroll records.

_____ _____ _____
Special Education Administrator Secretary of Board Date

The following will be completed by the Colorado Department of Education:

Approved by:_____ Date_____
Director of Special Education Services

CLAIM	PRO-RATA FACTOR	AMOUNT OF REIMBURSEMENT	PRE-PAYMENT(S)	FINAL PAYMENT
_____	_____	_____	_____	_____

CDE FORM 2 03-69
REPLACES 3

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
For School Year 19__ - 19__
COUNTY_____ DISTRICT NO._____

SPECIAL EDUCATION DIRECTOR

NAME	SALARY PAID
_____	$_____

ASSISTANT SPECIAL EDUCATION DIRECTOR

NAME	SALARY PAID
_____	$_____
_____	_____
_____	_____
TOTAL	$_____ (Asst. Dir.)

SPECIAL EDUCATION SUPERVISORS*

NAME	SALARY PAID
_____	$_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	$_____ (Supervisors)

*In instances in which the person named as a supervisor also serves in the area in which he supervises, divide the salary in proportion to the time allocated to each position.

CDE FORM 2 03-69
REPLACES SES 3

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
TEACHERS OF THE AURALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER OF MONTHS	GRADES	TYPE CLASS	PUPILS CLOSING DAY	PUPILS TOTAL NUMBER	SALARY PAID

COLORAD DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
TEACHERS OF THE EDUCABLE MENTALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER OF MONTHS	GRADES	PUPILS CLOSING DAY	PUPILS TOTAL NUMBER	SALARY PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
TEACHERS OF THE EDUCATIONALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER OF MONTHS	GRADES	TYPE CLASS	PUPILS CLOSING DAY	PUPILS TOTAL NUMBER	SALARY PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
TEACHERS OF THE PHYSICALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER OF MONTHS	GRADES	TYPE CLASS	PUPILS CLOSING DAY	PUPILS TOTAL NUMBER	SALARY PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
SPECIALTY TEACHERS*
(PHYSICAL EDUCATION, MUSIC, ART)
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	SPECIALTY	NUMBER OF MONTHS	GRADES	SALARY PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
SPEECH CORRECTIONISTS
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER OF MONTHS	GRADES	F.T.E.	AVERAGE WEEKLY CASE LOAD	TOTAL NUMBER PUPILS	SALARY PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
TEACHERS OF THE VISUALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER OF MONTHS	GRADES	TYPE CLASS	PUPILS CLOSING DAY	PUPILS TOTAL NUMBER	SALARY PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
HOME INSTRUCTION - EDUCATIONALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER PUPILS	HOURS INSTRUCTED	RATE	TOTAL PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PERSONNEL LIST
HOME/HOSPITAL INSTRUCTION - PHYSICALLY HANDICAPPED
For School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	NUMBER PUPILS	HOURS INSTRUCTED	RATE	TOTAL PAID

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PSYCHOLOGISTS
School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	AGENCY	AMOUNT PAID BY DISTRICT	AMOUNT CLAIMED FOR SPEC. ED. EVALUATION	AMOUNT CLAIMED FOR SPEC. ED. CONSULTATION	TOTAL AMOUNT CLAIMED

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
SOCIAL WORKERS
School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	AGENCY	AMOUNT PAID BY DISTRICT	AMOUNT CLAIMED FOR SPEC. ED. EVALUATION	AMOUNT CLAIMED FOR SPEC. ED. CONSULTATION	TOTAL AMOUNT CLAIMED

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
PSYCHIATRISTS
School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME	AGENCY	AMOUNT PAID BY DISTRICT	AMOUNT CLAIMED FOR SPEC. ED. EVALUATION	AMOUNT CLAIMED FOR SPEC. ED. CONSULTATION	TOTAL AMOUNT CLAIMED

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
SPECIAL TRANSPORTATION
School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

	AGGREGATE DAILY ATTENDANCE	TOTAL NUMBER OF MILES	RATE OF PAYMENT	TOTAL COST
1. INTRA-DISTRICT BY PRIVATE CARRIER				$
2. INTER-DISTRICT BY PRIVATE CARRIER				$
3. SCHOOL DISTRICT TRANSPORTATION SYSTEM (AS OPPOSED TO PRIVATE TRANSPORTATION)				$ *

4. TOTAL ACTUAL COST TO SCHOOL DISTRICT (Sum of 1, 2, & 3 above) $_____

5. LESS FUNDS RECEIVED UNDER PUBLIC TRANSPORTATION ACT (Previous Year)** $_____

6. TOTAL COST (Item 4 less 5) $_____

*SHOW HOW COMPUTED OR DETERMINED

**COMPUTE ITEM 5, AMOUNT RECEIVED UNDER PUBLIC SCHOOL TRANSPORTATION ACT FOR TRANSPORTATION PROVIDED EXCLUSIVELY FOR SPECIAL EDUCATION PUPILS DURING THE PREVIOUS SCHOOL YEAR AS FOLLOWS:

a. Total Miles (Items 1, 2, & 3) Previous Year. _____ X .15¢ $_____
b. Total AgDA (Items 1, 2, & 3) Previous Year. _____ X .03¢ $_____
c. ENTITLEMENT (Sum of a & b). $_____
d. State Payment Proration Factor, PSTA, Previous Year. _____%
e. AMOUNT RECEIVED FROM STATE (Enter in Item 5 above). $_____

IF STATE PAYMENT WAS LIMITED TO 75% OF COST, COMPUTE AS FOLLOWS:

f. Total Costs (Items 1, 2, & 3) Previous Year. $_____
g. 75% of Item f. $_____
h. State Payment Proration Factor, PSTA, Previous Year. _____%
i. AMOUNT RECEIVED FROM STATE (Enter in Item 5 above). $_____

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR REIMBURSEMENT OF SPECIAL EDUCATION SERVICES
FOSTER HOME MAINTENANCE
School Year 19___ - 19___

COUNTY_____ DISTRICT NO._____

NAME OF CHILD	NUMBER OF MONTHS IN FOSTER HOME	COST PER MONTH	TOTAL COST TO DISTRICT

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR APPROVAL OF HOME OR HOSPITAL INSTRUCTION FOR PHYSICALLY HANDICAPPED

For School Year 19___ - ___

Submit one copy to
Division of Special Education Services
Colorado Department of Education
Denver, Colorado 80203

District No._____ County_____

Name of child_____ Birthdate_____

Parent or guardian_____ School_____ Grade_____

Address_____ Home phone_____

STATEMENT OF PHYSICIAN

Diagnosis_____

Probable length of time child will be unable to attend school_____

Number of hours of instruction by teacher advisable per week_____

Home-to-school equipment recommended Yes ☐ No ☐ (If yes, attach Form SES-HSE)

Date_____ 19___

_____
Signature of Physician

Address_____

SIGNATURE OF PARENTS OR GUARDIAN

Parent or guardian is to sign this form, indicating approval of home or hospital teaching, and/or home-to-school equipment and return it to the local school official.

_____
Signature of Parent or Guardian

FOR DISTRICT

Date service began_____ 19___

_____
Signature of School Official

Title _____

Date signed_____ 19____

(District will not fill in the following section)

Date of Approval_____ Approved by:_____
Division of Special Education

Date _____

CDE Form 23 09/69
Replaces Form SES-2, H/H-PH

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR APPROVAL OF HOME INSTRUCTION FOR EDUCATIONALLY HANDICAPPED

For School Year 19___ - ___

Submit one copy to
Division of Special Education Services
Colorado Department of Education
Denver, Colorado 80203

District No._____ County_____

Name of child_____ Birthdate_____

Parent or guardian_____ School_____ Grade_____

Address_____ Phone_____

= = = =

COLORADO DEPARTMENT OF EDUCATION

(For Local District File)

NOTICE OF TERMINATION OF HOME-HOSPITAL TEACHING AND/OR HOME-TO-SCHOOL EQUIPMENT

The lower portion of this form should be returned to the Division of Special Education Services when home or hospital teaching, and/or home-to-school equipment is terminated for a child.

Child's Name_____ School District No._____

Home-Hospital Teacher_____ County_____

Date service began_____
(This date may not be earlier than the date of approval on Page 1)

Home/Hospital Teaching ☐

Home-to-School Equipment ☐

Date service terminated_____

Home/Hospital Teaching ☐

Home-to-School Equipment ☐

Hours per week by teacher_____

Total number of approved hours taught_____

==========

(Tear here)

(Return this portion)

Child's Name_____ School District No._____

Home-Hospital Teacher_____ County_____

Date service began_____
(This date may not be earlier than the date of approval on Page 1)

Home/Hospital Teaching ☐

Home-to-School Equipment ☐

Date service terminated_____

Home/Hospital Teaching ☐

Home-to-School Equipment ☐

Hours per week by teacher_____

Total number of approved hours taught_____

_____
Person completing report

CDE Form 25 09/69
Replaces Form SES-2, H/H-HI

COLORADO DEPARTMENT OF EDUCATION

APPLICATION FOR APPROVAL OF HOME-TO-SCHOOL EQUIPMENT

For School Year 19____ - ____

(Attach to CDE Form 23 or 24)

Submit one copy to
Division of Special Education Services
Colorado Department of Education
Denver, Colorado 80203

District_____ County_____

Name of Child_____

Date Service Began_____

Committee Signatures

_____ _____
Signature Position

_____ _____
Signature Position

_____ _____
Signature Position

_____ _____
Signature Position

Actual Cost of Installing Equipment_____

Cost of Monthly Service_____

Mountain States Telephone Company ☐

Independent Company ☐

= = = =

APPENDIX III

Letter of Approval

Special Education Services
Department of Education
Denver, Colorado 80203

RE: LETTER OF APPROVAL

TEACHER _____

Previous Letters ☐ ☐ ☐ ☐
1 2 3 4

We are requesting approval for the special education program to be taught by _____ who holds a valid Colorado teachers certificate but is not endorsed in the area of the _____ handicapped.

We certify that a fully trained special education teacher is not available and that the person whose name appears above:

1. Has indicated his intention to remain in the specified category of handicap.
2. Is enrolled, or will enroll in an approved college training program with the objective of obtaining institutional recommendation.
3. Will submit evidence of completing a minimum of 9 quarter hours, or 6 semester hours, before further approval is requested and granted. Approval is granted from September to September.

NOTE: Upon final completion of the required 9 quarter hours the teacher must submit a transcript of credit to his school administrator who will in turn forward this information to the Division of Special Education Services when reapplying for approval of this teacher's services. (Complete in triplicate; one copy for the Colorado Department of Education; one for the District's file; one for the teacher.)

_____ County

_____ Signature of Teacher

_____ District Number

_____ Signature of School Official

_____ Date

- -

Reimbursement will be granted for the special education program for the school year 19__ 19__ to be taught by the above named teacher if requirements are met. The approval is for one year only and must be renewed annually until the teacher obtains an appropriate endorsement.

_____ Date

_____ Division of Special Education Services